Volume

Affiliates User Guide

Defense Media Center

User Guide

© Defense Media Center 1363 Z Street MARB, CA 92518

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Description:

The Affiliates system consists of a few screens that provide the user with the ability to edit affiliate information.

The major tasks are;

- Register a new user.
- Login an existing user.
- Add a new affiliate.
- Edit an existing affiliate.
- Add affiliate locations.
- Edit existing affiliate locations.

Functionality:

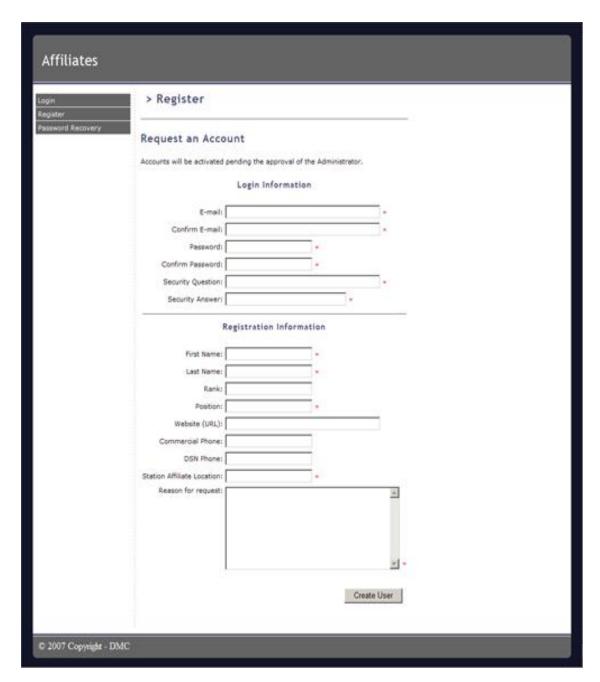
The user then runs the Affiliates web site, which has a user interface that appears similar to the following;



Login Screen

Type in your email address and password you used when registering.

- If you do not have an account setup, click on the Register link on the upper-left menu.
- If you have forgotten your password, click on the Password Recovery link on the upper-left menu.



Register

To request an Affiliates account you will need to fill out the registration screen. All fields marked with a red star are required.

- The Email address field format is <u>user@company.com</u>
- The Password must be a strong password, and requires a CAPITAL letter, a number (0-9), and a symbol such as ! or @.
- The Website (URL) field format is http://www.company.com



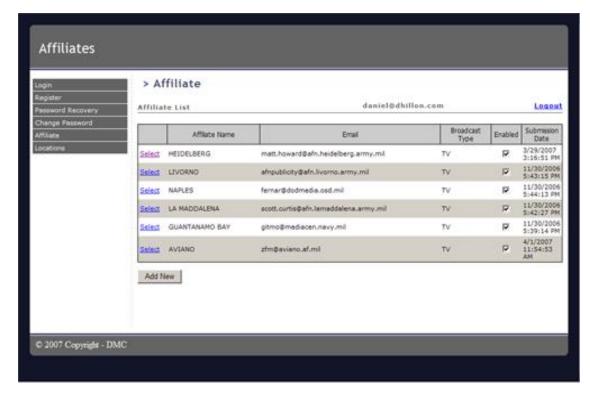
Password Recovery

If you have forgotten your password, you will need to enter your Email address you used when you registered and click on submit.



Password Recovery - Identity Confirmation

Your Secret Question will be displayed and you must answer it correctly. If you cannot remember your answer, you will need to contact the administrator to reset your password.



Affiliate List

The affiliate list will show all the affiliates that you have access to. If you want to add a new affiliate, click on the Add New button. To modify an affiliate's information, simply click on the Select link preceding the affiliate's name.



Affiliate Edit Screen

When you click on the Select link on the Affiliate List screen, you will be shown a full edit screen. You can modify all of the information from this screen. Once you have finished modifying the information, click on the Update link that is just above the Affiliate Locations text.

- The URL field format is http://www.company.com
- The E-mail address field format is user@company.com
- The Description field does not allow any custom styles or scripts.

If you want to modify the Locations and/or Channels/Stations, click on the chevron at the bottom of the screen next to Affiliate Locations.



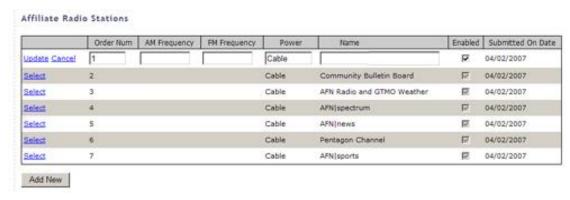
Affiliate Edit - Affiliate Locations

If the Affiliate that you are editing does not have a location assigned to it, you will need to click on the Add New button just below the Affiliate Locations grid, otherwise you will need to click on the Select link to modify the Channels or Stations.



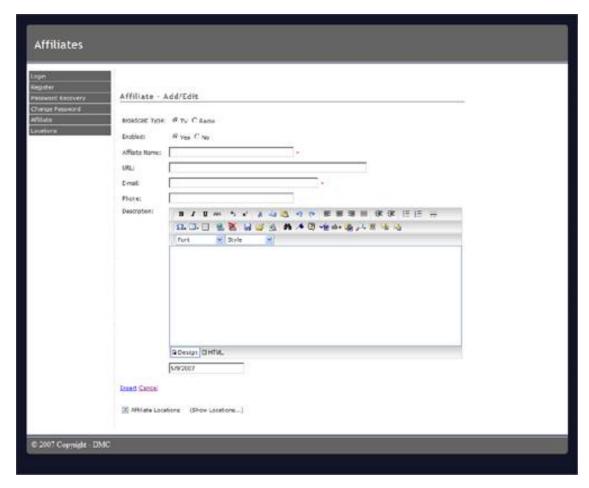
Affiliate Edit - TV Channels

If you want to add a new channel, click on the Add New button below the TV Channels grid. If you want to edit an existing channel, simply click on the Select link for whichever channel you want to edit, modify the fields and click the Update link.



Affiliate Edit - Radio Stations

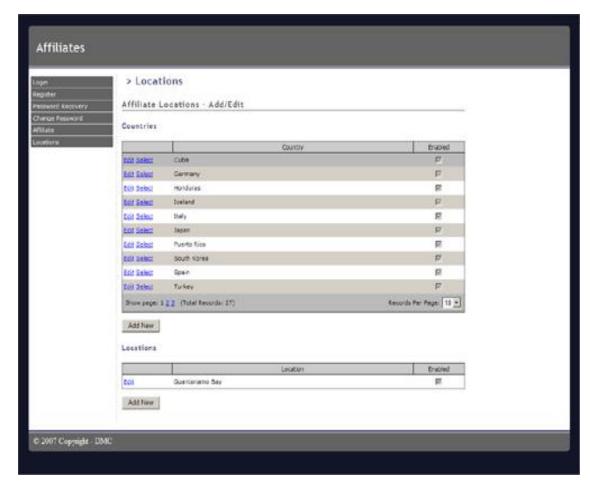
If you want to add a new station, click on the Add New button below the Radio Stations grid. If you want to edit an existing station, simply click on the Select link for whichever station you want to edit, modify the fields and click the Update link.



New Affiliate Screen
When you click on the Add New button on the Affiliate List screen, you will be shown a full edit screen. Once you have finished adding the information, click on the Insert link that is just above the Affiliate Locations text. All fields marked with a red star are required.

- The URL field format is http://www.company.com
- The E-mail address field format is user@company.com
- The Description field does not allow any custom styles or scripts.

If you want to modify the Locations and/or Channels/Stations, click on the Insert link to add the affiliate to the database.



Locations

If you need to add a new country, simply click on the Add New button located beneath the Countries grid. To edit an existing country, simply click on the Edit link for the country in question, modify the fields and click Update.

If you want to add a new location to an existing country, simply click on the Select link on the country you want to add a location to, and click on the Add New button located beneath the Locations grid. To edit an existing location, simple click on the Edit link for the location in question, edit the fields and click Update.

How To Launch The Application:

To launch the Affiliates application, simply open your web browser and point it to http://.

Affiliate Web Admin:

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The members of the group the AffiliateWebAdmin and Affiliate Relations email groups will receive an email whenever any email is sent out from the website.